



Printing from BYOD devices to Printers and MFD's

Printing from BYOD devices just got a whole lot easier!

Just send an email to: **print@printbyxerox.com**

Attach your documents—web pages, PDF and Photos, PowerPoint, Word, Excel, PDF, Images files, JPG, and HTML are all possible.

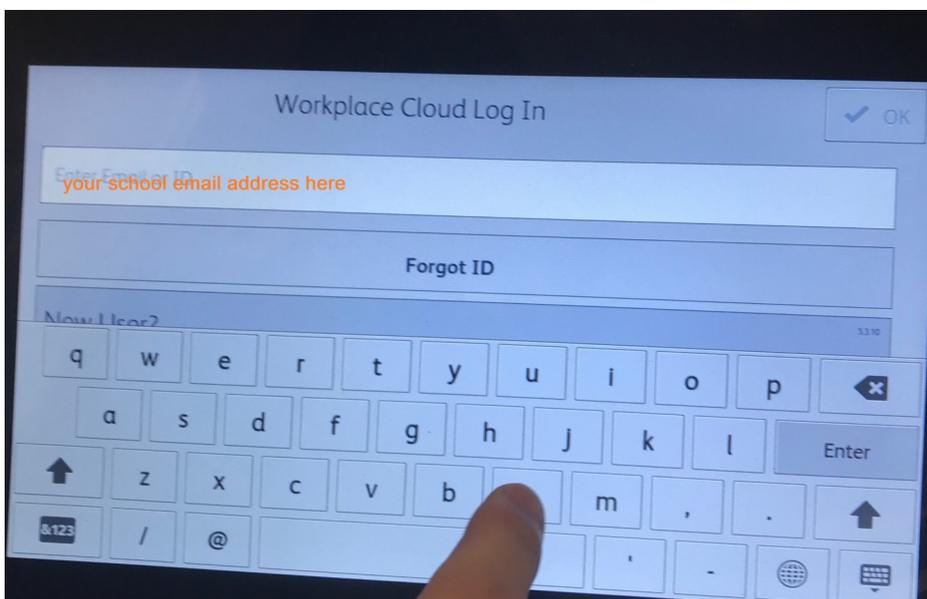
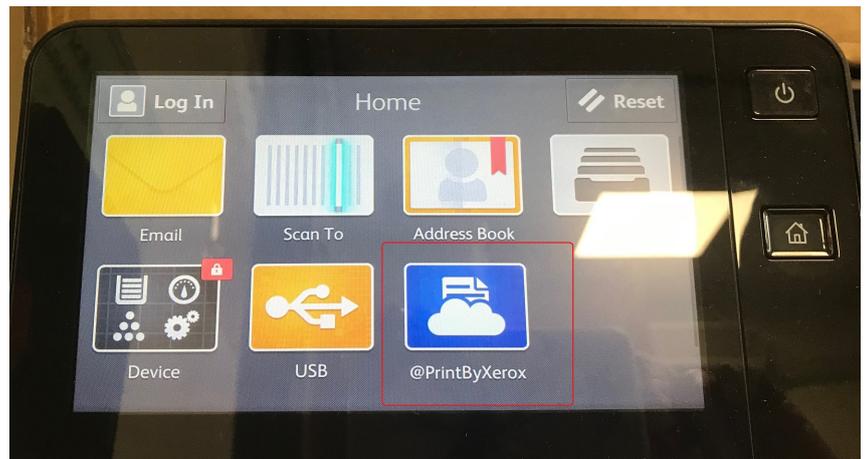
PLEASE NOTE: IT NEEDS TO BE A PHYSICAL FILE ON YOUR DEVICE, YOU CANNOT ATTACH A FILE FROM IN THE CLOUD OR YOUR ONEDRIVE FOLDER.

Send email.—you don't even have to add a subject

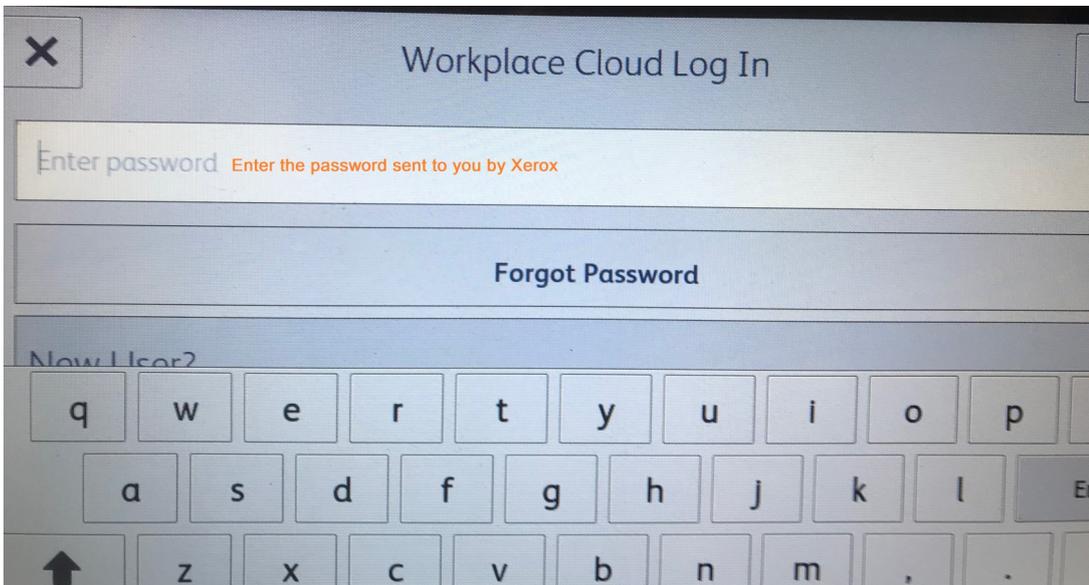
You will be sent a confirmation email that your documents are ready to print—along with a password to access the cloud printing (this will only happen the very first time you send a documents as it will automatically set you up a cloud printing account.

Go to ANY Xerox Printer or MFD in the College

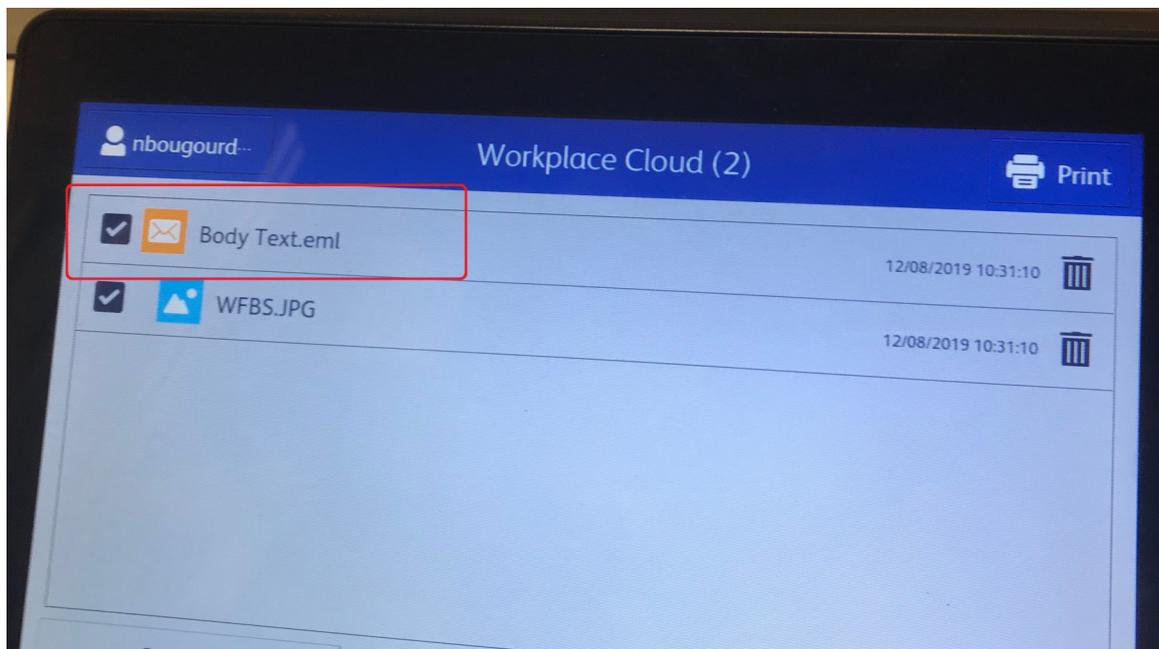
Press on the Print by Xerox app



Type in your School email address



Enter the password that Xerox sent you

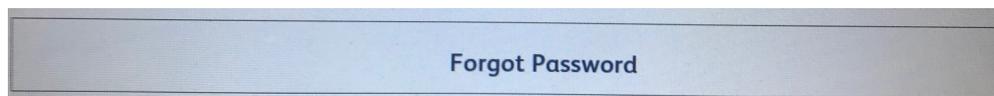


At the next screen select the documents you want to print.

If you see any that say **Body Text. Eml** you can un-select these as they are just your email signature.

And that is all there is to it.

Top Tip:



If you don't want to have to remember another password, just click on the forgotten password button and it will send you an email with a link where you can change your password to something more memorable.

Why not change it to the same as your password for the network!